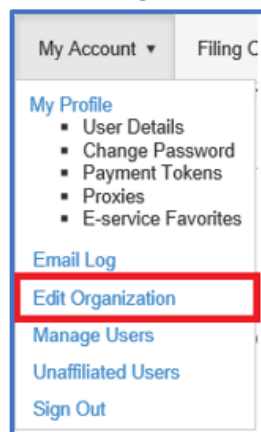


## How to Update an Organization's Mailing Addresses

1. Log in to eFileAZ as a user with administrative access
2. Click on the [My Account](#) link from the top menu.



3. Click on the [Edit Organization](#) link on the My Account menu.



4. Make the appropriate changes to the address (Address, City, State, and Zip are required). Click [Update](#) to save the changes.

 This screenshot displays the 'Organization Profile' form. It has two tabs: 'Information' (selected) and 'Payment Tokens'. The form contains several input fields and dropdown menus. The 'Organization Name' field is filled with 'Mohave Law Firm'. The 'Type' dropdown is set to 'Law Firms'. The 'Primary Email' field is 'mfoltz@courts.az.gov'. The 'Alternate Email1/Email2' field is 'jporter@courts.az.gov'. The 'Address 1/2' field is '951 Attorney Lane'. The 'Address 2' field is empty. The 'Country/City' dropdown is set to 'UNITED STATES' and the 'City' field is 'Lake Havasu City'. The 'State/Zip Code' dropdown is set to 'Arizona' and the 'Zip' field is '86404'. The 'Phone #' field is '928-555-7777' and the 'Extension' field is empty. An 'Update' button is located at the bottom center of the form.